



OXSHOTT VILLAGE SPORTS CLUB DATA PRIVACY POLICY FOR MEMBERS

This policy explains how Oxshott Village Sports Club will treat your personal data following the key Data Protection Principles below:

- processed fairly, lawfully and transparently;
- collected for specified, explicit and legitimate purposes;
- adequate, relevant and limited;
- accurate and, where necessary kept up to date;
- kept for no longer than is necessary;
- processed in a manner that ensures appropriate security of the personal data.

1. How we collect your Personal Information

We may collect, store and use the following kinds of personal information for yourself and/or your family:

- Directly from you, when you fill in an application for membership, when you make enquiries on our website, when you provide information via email or when you interact with us during your time as a member in various other ways (for example, where you enter a competition, renew your membership, sign up for a course or lessons);
- From someone else who has applied for membership on your behalf (for example a family member or your coach who has provided us with your contact details for that purpose);
- From a Sports National Governing Body.

Before you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with this policy.

2. The types of information we collect

We may collect the following types of personal data about you:

- Contact and communications information, including your contact details (including email address(es), telephone numbers and postal address(es) and records of communications and interactions we have had with you);
- Financial information, including Direct Debit details;
- Certain other information which you volunteer when making use of your membership benefits.

We may also collect data about your health or medical conditions, where you have volunteered this, for example so that we can cater for you or your children when attending a social event or a course/camp.

3. How we use Your Personal data

Personal data provided to us will be used for the purposes set out at the time of collection.

More generally, we will use your personal data for the following purposes:

- Administration of your membership (including records of transactions, such as payment receipts or Direct Debit confirmations (if applicable));

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- Research and statistical analysis about who is playing at the club;
- Communication about activities that we think may be of interest to you;
- Storing your details on the software platform we use for membership management database.
- Promoting OVSC and promoting goods and services of third parties (for example, equipment suppliers, operators of coaching courses and events) where we think this will be of interest to you;
- Promoting goods and services of the OVSC's sponsors where we think this will be of interest to you.
- To send Membership related mailings such as your membership renewal reminder, notices of formal meetings and information about venue closures and holiday opening hours.

4. Sharing your information with others

We do not sell or share your personal data for other organisations to use. Personal data collected and processed by us may be shared with the following third parties, where necessary:

- We may disclose your personal information to the extent that we are required to do so by law.
- Our employees and volunteers, for the purposes of administering your membership and giving you access to the membership benefits to which you are entitled.
- Direct Debit administrators for those paying membership by Direct debit.
- Sport National Governing Bodies.
- Sport coaches and any other provider of membership management services, such as team captains, team managers etc.
- Other OVSC members for the purposes of playing administration eg arranging of matches.

5. How long your information is kept

We keep your personal data only for as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you have a valid membership and for a period of two years after your last interaction with us.

6. Your rights

The following are rights given to individuals under the General Data Protection Regulations (GDPR):

- The right to be informed
- The right of access
- The right to rectification
- The right to restrict processing
- The right to erasure
- The right to data portability
- The right to object
- Rights in relation to automated decision making.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

If you are not satisfied with how we are processing your personal data please contact the OVSC office - tel 01372 843652 or email office@oxshottsports.com.